

## TABLE OF CONTENTS

	<u>Page</u>
INTRODUCTION	
<b>1. NATIONAL PARK SERVICE MUSEUMS AND COLLECTIONS</b>	
A. Purpose of National Park Service Museums .....	1:1
B. History of National Park Service Museums .....	1:4
C. National Park Service Museum Collections .....	1:11
D. Introduction to NPS Museum Collections Management.....	1:20
E. Planning for Park Museum Collections .....	1:23
F. Professional Considerations .....	1:29
G. Selected Bibliography .....	1:35
H. Endnotes .....	1:41
<b>2. SCOPE OF MUSEUM COLLECTIONS (2003)</b>	
A. Overview .....	2:1
B. Museum Collections .....	2:1
C. The Scope of Collection Statement .....	2:3
D. Writing the Introductory Section of the Scope of Collection Statement .....	2:6
E. Writing the Types of Collections Section .....	2:10
F. Writing the Museum Collections Subject to NAGPRA Section .....	2:17
G. Writing the Acquisition Section .....	2:18
H. Writing the Uses of Collections Section .....	2:20
I. Writing the Restrictions Section.....	2:22
J. Writing the Management Actions Section.....	2:24
K. Implementing the Scope of Collection Statement.....	2:25
L. Selected Bibliography .....	2:28
<b>3. MUSEUM OBJECTS PRESERVATION: GETTING STARTED (1999)</b>	
A. Introduction to Museum Objects Preservation .....	3:1
B. Establishing an Object Conservation Program .....	3:4
C. The Collection Management Plan.....	3:7
D. The Collection Condition Survey .....	3:10
E. The Structure that Houses Museum Objects .....	3:14
F. Glossary .....	3:15
G. Selected Bibliography .....	3:17
H. Endnotes .....	3:19
<b>4. MUSEUM COLLECTIONS ENVIRONMENT (1999)</b>	
A. The Agents of Deterioration .....	4:1
B. Developing the Critical Eye.....	4:4
C. Temperature and Relative Humidity .....	4:9
D. Monitoring and Controlling Relative Humidity and Temperature.....	4:15
E. Light.....	4:37
F. Dust and Gaseous Air Pollution.....	4:47
G. Selected Bibliography .....	4:56
H. Endnotes .....	4:58
<b>5. BIOLOGICAL INFESTATIONS (1998)</b>	
A. Overview.....	5:1
B. Active Infestations .....	5:1
C. Identification of Museum Pests .....	5:3
D. Integrated Pest Management (IPM) .....	5:7
E. Monitoring .....	5:9

	<u>Page</u>
F. Documenting and Evaluating Your IPM Program.....	5:14
G. Selected Bibliography .....	5:15
H. Web Information .....	5:15
<b>6. HANDLING, PACKING AND SHIPPING MUSEUM OBJECTS (1999)</b>	
A. Introduction .....	6:1
B. Handling Objects .....	6:2
C. Moving Objects Within the Museum .....	6:9
D. Packing and Shipping Preparations .....	6:11
E. Packing and Shipping Materials .....	6:13
F. Packing for Shipping .....	6:18
G. Shipping Objects.....	6:23
H. Receiving and Unpacking the Container .....	6:27
I. Selected Bibliography .....	6:28
<b>7. MUSEUM COLLECTIONS STORAGE (1999)</b>	
A. Overview.....	7:1
B. Standards and Requirements for Collection Storage .....	7:2
C. Planning Collection Storage Space .....	7:8
D. Assessing Collection Storage Needs .....	7:10
E. Assessing the Current Collection Storage Facility or Space .....	7:14
F. Planning a New or Upgraded Storage Space .....	7:16
G. Housing Museum Objects.....	7:19
H. Using Containers and Supports.....	7:21
I. Storage of Museum Collections Subject to the Native American Graves Protection and Repatriation act of 1990 (NAGPRA).....	7:22
J. Bibliography .....	7:25
K. List of Figures .....	7:28
<b>8. CONSERVATION TREATMENT (2001)</b>	
A. Overview.....	8:1
B. Factors to Consider Before Conservation Treatment .....	8:4
C. Documentation of Conservation Treatment .....	8:7
D. Obtaining the Services of a Conservator.....	8:12
E. Glossary .....	8:15
F. Selected Bibliography .....	8:16
G. Internet Resources .....	8:17
<b>9. MUSEUM COLLECTIONS SECURITY AND FIRE PROTECTION (2002)</b>	
A. Overview.....	9:1
B. Legal, Regulatory and Policy Requirements.....	9:3
C. Measuring the Effectiveness of a Security System .....	9:5
D. Fire Protection .....	9:11
E. Operational Security.....	9:23
F. Physical Security .....	9:31
G. Electronic Security Systems.....	9:35
H. Protecting Collections in Transit .....	9:45
I. Reporting and Recovering Stolen Museum Objects.....	9:46
J. Museum Collection Records .....	9:47
K. World Wide Web Resources .....	9:49
L. Selected Bibliography .....	9:49
M. Endnotes .....	9:50

<b>10. MUSEUM COLLECTIONS: EMERGENCY PLANNING (2000)</b>	
A. Overview.....	10:1
B. Museum Collections Hazards, Vulnerabilities and Disaster Prevention .....	10:3
C. Analysis of Risk to Your Park's Museum Collections .....	10:32
D. Prioritization of Museum Collections for Salvage .....	10:35
E. Preparation of a Museum Component to an Emergency Operations Plan .....	10:43
F. Staff Training and Plan Evaluation and Revision .....	10:50
G. Bibliography.....	10:52
H. List of Figures .....	10:57
<b>11. CURATORIAL HEALTH AND SAFETY (2001)</b>	
A. Overview.....	11:1
B. Understanding Health and Safety Issues .....	11:3
C. Controlling Exposure to Hazardous Substances .....	11:6
D. Hazardous Chemicals and Materials Used in Collections Care.....	11:11
E. Hazardous Objects in Collections .....	11:17
F. Safety Rules for Lifting and Carrying .....	11:26
G. Workspace Conditions.....	11:27
H. Glossary .....	11:29
I. Web Resources .....	11:30
J. Selected Bibliography .....	11:31
K. List of Figures .....	11:33
<b>12. CURATORIAL FUNDING, STAFFING, AND REPORTING (2003)</b>	
A. Overview.....	12:1
B. Basic Museum Program Management Issues .....	12:1
C. Developing Funding Requests .....	12:7
D. Sources of Funding for Collections Management.....	12:11
E. Documenting Results and Performance.....	12:16
F. Staffing.....	12:18
G. Training and Development .....	12:21
H. Resources .....	12:23
I. Figures .....	12:25
<b>13. MUSEUM HOUSEKEEPING (1998)</b>	
A. Overview.....	13:1
B. The Museum Housekeeping Plan.....	13:7
C. Selected Bibliography .....	13:13
D. List of Figures .....	13:15

## APPENDICES

	<u>Page</u>
<b>A. MANDATES AND STANDARDS FOR NPS MUSEUM COLLECTIONS MANAGEMENT (2000)</b>	
A. Overview .....	A:1
B. Laws, Regulations, and Conventions – NPS Cultural Collections .....	A:1
C. Laws, Regulations, and Conventions – NPS Natural History Collections .....	A:6
D. Policies and Standards .....	A:9
E. List of Figures .....	A:16
<b>B. ACCREDITATION (1998)</b>	
A. Overview .....	B:1
B. Accreditation Step-by-Step .....	B:4
<b>C. PROFESSIONAL ORGANIZATIONS AND SOCIETIES (2000)</b>	
A. Overview .....	C:1
B. National Museum Organizations .....	C:1
C. Regional Museum Conferences and Associations .....	C:3
D. Regional Conservation Guilds and Associations .....	C:5
E. Museum Journals and Technical Publications .....	C:5
F. Funding Organizations .....	C:6
<b>D. CODE OF ETHICS FOR CURATORS, ARCHIVISTS, AND CONSERVATORS</b>	
A. American Association of Museums Code of Ethics for Curators .....	D:1
B. Society of American Archivists Code of Ethics for Archivists .....	D:2
C. American Institute for Conservation Code of Ethics and Standards of Practice for Conservators .....	D:4
<b>E. SCOPE OF COLLECTION STATEMENT (2003)</b>	
A. Overview .....	E:1
B. Evaluating Your Scope of Collection Statement .....	E:1
C. List of Figures .....	E:2
<b>F. NPS MUSEUM COLLECTIONS MANAGEMENT CHECKLISTS (1999)</b>	
A. NPS Checklist for Preservation and Protection of Museum Collections .....	F:1
B. NPS Collection Management Plan Team Site Visit Checklist .....	F:39
C. NPS Checklist of Reference Documents for Collection Management Plan Team .....	F:47
<b>G. PROTECTION OF NATIONAL PARK SERVICE MUSEUM COLLECTIONS (1996)</b>	
A. Overview .....	G:1
B. NPS Standards for Security and Fire Protection .....	G:1
C. Museum Security and Fire Protection Surveys .....	G:3
D. Park Museum Standard Operating Procedures and Agreements .....	G:6
E. Mandates and Requirements for Emergency Management for Museum Collections .....	G:8
F. Glossary .....	G:9
G. List of Figures .....	G:14
<b>H. CURATORIAL HEALTH AND SAFETY (2000)</b>	
A. Laws, Regulations, and NPS Policies and Guidelines .....	H:1
B. Sources of Assistance .....	H:2
C. Sources of Health and Safety Equipment and Supplies .....	H:5

<b>I. CURATORIAL CARE OF ARCHEOLOGICAL OBJECTS (2001)</b>	
A. Overview .....	I:1
B. Handling and Cleaning Archeological Materials .....	I:3
C. Storage Conditions for Archeological Objects.....	I:4
D. Storage Techniques for Archeological Collections .....	I:5
E. Selected Bibliography .....	I:8
<b>J. CURATORIAL CARE OF PAPER OBJECTS (2003)</b>	
A. Overview .....	J:1
B. The Nature of Paper Objects .....	J:3
C. Agents of Deterioration .....	J:5
D. Collections Maintenance.....	J:11
E. Handling Paper Objects.....	J:13
F. Storing Paper Objects .....	J:16
G. Exhibiting Paper Objects .....	J:23
H. Working with a Conservator When Treatment is Needed .....	J:24
I. Emergency Procedures for Paper Collections .....	J:26
J. Glossary of Terms Used to Describe Condition .....	J:27
K. Selected Bibliography .....	J:28
L. Selected World Wide Web Resources .....	J:29
<b>K. CURATORIAL CARE OF TEXTILE OBJECTS (2002)</b>	
A. Overview .....	K:1
B. The Nature of Textiles .....	K:2
C. The Fabrication of Textiles .....	K:5
D. Deterioration of Textiles .....	K:9
E. Proper Handling of Textiles.....	K:13
F. Storage Specifications .....	K:14
G. Storing Flat Textiles .....	K:15
H. Storing Costume Collections .....	K:17
I. Storing Costume Accessories .....	K:21
J. General Considerations for Exhibition .....	K:26
K. Exhibition of Flat Textiles .....	K:28
L. Display of Historic Costumes .....	K:33
M. Conservation Treatment .....	K:34
N. Packing and Shipping Textile Objects.....	K:39
O. Emergency Procedures for Textile Objects .....	K:40
P. Glossary .....	K:41
Q. Bibliography .....	K:42
R. Additional Resources .....	K:44
<b>L. CURATORIAL CARE OF PAINTINGS (2000)</b>	
A. Overview .....	L:1
B. The Nature of Canvas and Panel Paintings .....	L:2
C. Factors that Contribute to a Painting's Deterioration .....	L:5
D. Proper Handling and Storage of Paintings .....	L:9
E. Exhibiting Paintings .....	L:13
F. Proper Shipping of Paintings .....	L:14
G. Conservation Treatment .....	L:15
H. Procedures for Handling Paintings During Emergencies .....	L:17
I. Glossary of Terms Used for Condition Reporting When Examining Paintings .....	L:18
J. Selected World Wide Web References .....	L:19

	<u>Page</u>
K. Selected References .....	L:19
<b>M. MANAGEMENT OF CELLULOSE NITRATE AND CELLULOSE ESTER FILM (1999)</b>	
A. Overview.....	M:1
B. Identification and Evaluation of Historical Nitrate and Cellulose Ester Film .....	M:8
C. Management of Nitrate and Cellulose Ester Films .....	M:18
D. Prevention of Nitrate Fires .....	M:32
E. Bibliography.....	M:36
<b>N. CURATORIAL CARE OF WOODEN OBJECTS (2002)</b>	
A. Overview.....	N:1
B. The Nature of Wood .....	N:2
C. Agents of Deterioration .....	N:4
D. The Nature of Furniture .....	N:9
E. Preventive Conservation: Controlling the Environment.....	N:15
F. Preservation Through Good Housekeeping Practices .....	N:17
G. Preventive Conservation at Other Times.....	N:20
H. Conservation Treatment .....	N:23
I. Emergency Procedures for Wooden Objects.....	N:26
J. Selected Bibliography .....	N:28
<b>O. CURATORIAL CARE OF METAL OBJECTS (2002)</b>	
A. Overview.....	O:1
B. The Nature of Metals and Metal Objects.....	O:2
C. Factors that Contribute to Metal Object Deterioration.....	O:5
D. Proper Handling and Storage of Metal Objects.....	O:6
E. Exhibiting Metal Objects .....	O:8
F. Conservation Treatment .....	O:9
G. Emergency Procedures for Metal Objects.....	O:11
H. Special Considerations for Archeological Metal Objects.....	O:12
I. Glossary .....	O:12
J. Web Resources .....	O:15
K. Selected References .....	O:15
<b>P. CURATORIAL CARE OF CERAMIC, GLASS, AND STONE OBJECTS (2000)</b>	
A. Overview.....	P:1
B. The Nature of Ceramics Objects .....	P:1
C. The Nature of Glass Objects.....	P:6
D. The Nature of Stone Objects.....	P:8
E. Deterioration of Ceramics, Glass and Stone .....	P:10
F. Preventive Conservation.....	P:13
G. Care of Composite Ceramic and Glass Objects.....	P:19
H. Treatment Issues for Ceramic, Glass and Stone Objects .....	P:21
I. Packing and Shipping Glass, Ceramic, and Stone Objects.....	P:23
J. Emergency Procedures for Ceramic, Glass and Stone Objects .....	P:24
K. Selected Bibliography .....	P:25
<b>Q. CURATORIAL CARE OF NATURAL HISTORY COLLECTIONS (1999)</b>	
A. Overview.....	Q:1
B. The Nature of the Collections .....	Q:5
C. Natural History Collections .....	Q:7
D. Collecting and Preparation Techniques .....	Q:17
E. Labels and Labeling .....	Q:26

	<u>Page</u>
F. Glossary .....	Q:28
G. Selected References .....	Q:30
<b>R. CURATORIAL CARE OF PHOTOGRAPHIC COLLECTIONS (1996)</b>	
A. Overview.....	R:1
B. The Nature of Photographic Materials .....	R:1
C. Preparing a Preservation Strategy .....	R:5
D. Preventive Conservation: Handling Photographic Collections .....	R:11
E. Preventive Conservation: Storing Photographic Collections .....	R:15
F. Preventive Conservation: Housing Photographic Collections .....	R:19
G. Preventive Conservation: Exhibiting Photographic Collections .....	R:30
H. Preventive Conservation: Inspecting Photographic Collections .....	R:32
I. Conservation Treatment Issues for Deteriorated Photographic Materials .....	R:33
J. The Recovery of Water-Damaged Photographic Materials .....	R:40
K. Selected Bibliography .....	R:41
<b>S. CURATORIAL CARE OF OBJECTS MADE FROM LEATHER AND SKIN PRODUCTS (1996)</b>	
A. Overview.....	S:1
B. The Nature of Leather and Skin Products .....	S:2
C. Agents of Deterioration .....	S:7
D. Preventive Conservation: Guidelines for Leather and Skin Object Care, Handling, and Storage.....	S:12
E. Summary: Leather and Skin Product Deterioration and Preventive Care .....	S:19
F. Conservation Treatment Issues.....	S:20
G. Selected Bibliography .....	S:22
<b>T. CURATORIAL CARE OF BIOLOGICAL COLLECTIONS (2005)</b>	
Section I: The Nature of Biological Collections .....	T:1
A. Overview.....	T:1
B. Introduction to Biological Collections .....	T:1
Section II: Preservation of Biological Collections In General .....	T:13
A. Overview.....	T:13
B. Stabilization of Biological Specimens .....	T:13
C. Processing of Biological Specimens .....	T:17
D. Storage of Biological Collections .....	T:26
E. Maintenance of Biological Collections .....	T:40
Section III: Dry Biological Collections .....	T:46
A. Overview.....	T:46
B. Special Concerns for the Stabilization of Dry Specimens .....	T:55
C. Special Concerns for the Processing of Dry Biological Specimens .....	T:56
D. Special Maintenance Concerns for Dry Collections .....	T:57
Section IV: Wet Biological Collections .....	T:64
A. Overview.....	T:64
B. Stabilization of Wet Biological Specimens .....	T:68
C. Processing of Wet Biological Specimens .....	T:71
D. Storage of Wet Biological Collections .....	T:79
E. Maintenance of Wet Biological Collections .....	T:85
Section V: Biological Low-Temperature Collections .....	T:91
A. Overview.....	T:91
B. Stabilization and Processing of Low-Temperature Collections .....	T:95
C. Storage of Low-temperature Collections .....	T:100
D. Maintenance of Low-temperature Collections .....	T:107
Section VI: Biological Microscopy Collections .....	T:111
A. Overview .....	T:111

B. Stabilization and Processing of Microscopy Collections .....	T:116
C. Storage of Microscopy Collections .....	T:118
Section VII: Glossary .....	T:123
Section VIII: References .....	T:124
Section IX: Non-NPS Repositories with Servicewide or Multi-Regional Agreements to House Park Biological Collections .....	T:134
<b>U. CURATORIAL CARE OF PALEONTOLOGICAL AND GEOLOGICAL COLLECTIONS (2005)</b>	
Section I: Paleontological Collections .....	U:1
A. Overview .....	U:1
B. Paleontological Collections and Fossils .....	U:2
C. Body Fossils .....	U:3
D. Trace Fossils .....	U:4
E. Factors That Contribute to Specimen Deterioration .....	U:5
F. Handling and Storage of Paleontological Specimens .....	U:9
G. Health and Safety Issues .....	U:15
H. Security and Fire Protection of Paleontological Collections .....	U:19
I. Exhibiting Paleontological Specimens .....	U:20
J. Preparation and Conservation of Specimens .....	U:22
Section II: Geological Collections .....	U:27
A. Overview .....	U:27
B. Geological Collections .....	U:28
C. Factors that Contribute to Specimen Deterioration .....	U:30
D. Handling and Storage of Geological Collections .....	U:32
E. Health and Safety Issues .....	U:34
F. Security Concerns .....	U:39
G. Exhibiting Geological Specimens .....	U:40
H. Conservation of Specimens .....	U:41
Section III. References .....	U:43
A. National Park Service Resources .....	U:43
B. Professional Organizations .....	U:43
C. Glossary .....	U:44
D. Web Resources .....	U:45
E. Bibliography .....	U:46

## LIST OF FIGURES

<u>Figure Number</u>	<u>Caption</u>	<u>Page</u>
2.1	Example Scope of Collection Summary.....	2:29
2.2	Example Potential Museum Acquisitions Sheet .....	2:30
3.1	Curator and Conservator Roles in Object Conservation Management .....	3:5
4.1	The Agents of Deterioration.....	4:3
4.2	How to Use a Psychrometric Chart .....	4:12
4.3	Relative Humidity Optimum Ranges for Various Materials Housed in a Park's Museum Collection .....	4:14
4.4	Hygrothermograph Calibration Record .....	4:23
4.5	Hygrothermograph Chart that Illustrates the Relationship Between Temperature and Relative Humidity .....	4:25
4.6	Hygrothermograph Chart that Indicates Operation of Air Handling Equipment .....	4:26
4.7	Hygrothermograph Chart that Illustrates the Results of Turning Off the Furnace .....	4:27
4.8	Museum Environmental Monitoring Record .....	4:30
4.9	Maximum Acceptable Illuminance Level for Light Sensitive Materials .....	4:39
4.10	Light and Heat Measurement Record.....	4:44
4.11	Deterioration to Museum Objects Caused by Air Pollution .....	4:51
4.12	Materials Known to Release Harmful Vapors and Materials that Appear to be Safe .....	4:54
5.1	Sample Pest Identification Request Letter .....	5:16
5.2	Sample Museum Integrated Pest Management Survey Form .....	5:17
6.1	Proper handling techniques are essential to museum housekeeping practices.....	6:1
6.2	The use of equipment and supplies such as carts and trays minimizes the need to handle objects .....	6:2
6.3	Equipment and supplies for handling museum objects include trays, padding, tissue, gloves, and carts.....	6:3
6.4	A teapot should be handled by the base rather than by the handle or spout.....	6:5
6.5	Use two hands and clean white gloves when handling museum objects .....	6:6
6.6	How to lift properly and avoid injury .....	6:7
6.7	The proper way to lift a chair .....	6:8
6.8	The proper way to lift a small framed photograph.....	6:8
6.9	The proper way to lift and carry a small textile object .....	6:8
6.10	These pipe bowls were placed in individual specimen trays within a larger tray to prevent damage during movement .....	6:10
6.11	Pad moveable parts and separate parts of an object to avoid damage .....	6:19
6.12	The steps involved in wrapping, padding, and packing when shipping an object .....	6:20
6.13	Example of objects packed in a double box for shipping. The straps make it simple to remove the interior box .....	6:21
6.14	Example of written handling rules for NPS park collections .....	6:30
7.1	Levels of Containment in a Collection Storage System.....	7:29
7.2a	Example Assessment Worksheet .....	7:29
7.2b	Assessment Codes for Collection Storage Techniques .....	7:30
7.3	General Floor Plan of Proposed Museum Collection and Library Center at Grand Canyon National Park .....	7:32
7.4	Floor Plan of Proposed Museum Collection Space at Grand Canyon National Park .....	7:33
7.5	Floor Plan of Museum Collection Storage Room at Voyageurs National Park .....	7:34

<u>Figure Number</u>	<u>Caption</u>	<u>Page</u>
7.6	Cavity storage .....	7:35
7.7	Textile storage.....	7.35
7.8	Large Objects Housed on Steel Shelving .....	7:36
7.9	Map Cabinet .....	7:36
7.10	Racks for Large Objects.....	7:37
7.11	Painting Storage.....	7:37
8.1	Information Required in Conservation Treatment Documentation.....	8:10
8.2	Sample Narrative Examination Report .....	8:18
8.3	Sample Treatment Proposal .....	8:20
8.4	Sample Treatment Report .....	8:22
9.1	Security Bull's-eye.....	9:2
9.2	Threats to Museum Collections .....	9:6
9.3	Major Causes of Museum Fires .....	9:13
9.4	Types of Fire Detectors .....	9:17
9.5	Types of Intrusion Detection Devices .....	9:40
10.1a	Emergency Planning Master Worksheet .....	10:58
10.1b	Sample Completed Emergency Planning Master Worksheet .....	10:59
10.2	Risk Assessment Worksheet .....	10:61
10.3	First 48 Hours Emergency Response Checklist .....	10:72
11.1	Ventilation Chart.....	11:34
11.2	Sample Material Safety Data Sheet (MSDS).....	11:35
11.3	Material Safety Data Sheet for Formaldehyde Solution .....	11:37
11.4	The NFPA Hazard Symbol and Key to Color Code and Numbering System.....	11:45
12.1	NPS Acronyms Related to Funding, Programs, and Staffing.....	12:25
12.2	Sample PMIS Project Statement. ....	12:26
12.3	Sample OFS Project Statement.....	12:29
13.1	Curator and Other Park Staff Roles in Preserving Museum Collections .....	13:3
13.2	Sample MHP Title Page.....	13:16
13.3	Sample MHP Reference File Sheet: Environmental Concerns .....	13:17
13.4	Sample MHP Reference File Sheet: Equipment/Supplies Used to Control the Environment .....	13:18
13.5	Sample MHP Task Sheet: Dusting.....	13:19
13.6	Sample MHP Task Sheet: Pest Monitoring.....	13:20
13.7	Sample MHP Task Sheet: Review Housekeeping Plan .....	13:21
13.8	Sample MHP Task Sheet: Special Uses .....	13:22
13.9	Sample MHP Tracking Schedule: Daily.....	13:23
13.10	Sample MHP Tracking Schedule: Weekly.....	13:24
13.11	Sample MHP Tracking Schedule: Quarterly .....	13:25
13.12	Sample MHP 5-Day Schedule .....	13:26

<u>Figure Number</u>	<u>Caption</u>	<u>Page</u>
A.1	Museum Properties Act of 1955 as Amended November 12, 1996 .....	A:17
A.2	References to Museum Collections Management in Interior Property Management Regulations .....	A:18
A.3	Director's Order #24: NPS Museum Collections Management .....	A:19
E.1	Example Approved Scope of Collection Statement .....	E:3
E.2	Example Scope of Collection Summary.....	E:24
E.3	Checklist for Evaluating Scope of Collection Statements .....	E:25
F.1	Cost Estimates (2002) .....	F:7
F.2	NPS Checklist for Preservation and Protection of Museum Collections.....	F:11
G.1	Sample Scope of Work for a Security Survey .....	G:15
G.2	Sample Scope of Work for a Fire Protection Survey .....	G:20
G.3	Sample Furnished Historic Structure Opening and Closing Procedures .....	G:25
G.4	Sample Museum Collections Storage Opening and Closing Procedures .....	G:28
G.5	Sample Park Museum Collection Access Policy and Procedures .....	G:29
G.6	Sample Visitor Log .....	G:32
G.7	Conditions for Access to Museum Collections .....	G:33
G.7	Sample Memorandum of Understanding Between a Park and a Fire Company .....	G:34
I.1	Deterioration of Archeological Objects through Time .....	I:2
I.2	Vertical Stacking of Small Objects Within Standard Containers .....	I:7
I.3	Organization and Layering of Objects within a Storage Box.....	I:9
I.4	A Support Tray for Fragile Material .....	I:10
I.5	Customized Support Blocks for a Fragile Glass Bottle to be Fitted in a Museum Specimen Tray .....	I:10
I.6	Cavity Packing Technique for Small Objects.....	I:11
I.7	Construction of a Cradle Mount for Objects with Round Bases .....	I:12
I.8	Construction of a Portfolio Mount for Archeological Textile Fragments .....	I:14
I.9	Recommended Storage Materials.....	I:15
J.1	Suitable Temperature and Humidity Levels for Paper Storage .....	J:7
J.2	Suggested Maximum Levels of Major Gaseous Pollutants.....	J:9
J.3	Types of Enclosures .....	J:20
J.4	Types of Polyester Enclosures .....	J:20
J.5	Types of Boxes .....	J:21
J.6	Archival Separation Sheet .....	J:30
J.5	Example Handling Procedures .....	J:31
K.1	Upright Loom .....	K:6
K.2	Fan Folding a Textile .....	K:14
K.3	Rolling Textiles for Storage .....	K:17
K.4	Twill Tape Waist Supports .....	K:19
K.5	Muslin "Sling" Support .....	K:20
K.6	Padding the Folds of a Garment for Storage .....	K:21
K.7	Hat Supports.....	K:22
K.8	Bonnet on a Support.....	K:23
K.9	Internal Support for Gloves and Mittens .....	K:24
K.10	Support for a Fragile Fan .....	K:25
K.11	Padding an Umbrella for Storage.....	K:26

<u>Figure Number</u>	<u>Caption</u>	<u>Page</u>
K.12	Hook and Loop Tape Mount .....	K:30
K.13	Diagram of a Pressure Mount.....	K:32
K.14	Polyethylene Foam Torso.....	K:34
K.15	Proper Vacuuming Technique .....	K:36
K.16.	Interior of a Shipping Crate for Rolled Textiles .....	K:39
L.1	A Cross-section of a Painting .....	L:3
L.2	Proper Way to Carry a Small Painting.....	L:10
L.3	Paintings Stacked Against a Wall .....	L:12
M.1	National Fire Protection Agency Warning Sign for Cellulose Nitrate Film .....	M:21
N.1	The Three Principal Planes or Surfaces of a Typical Block of Wood: Tangential, Radial, and Cross Section .....	N:3
N.2	Graph illustrating the relationship between Relative Humidity and Equilibrium Moisture Content of Wood.....	N:4
N.3	Characteristic Shrinkage and Distortion of Wood.....	N:6
N.4	Typical Mortise and Tenon Joint .....	N:10
N.5	Typical Dovetail Joint .....	N:10
N.6	Common Veneer Applications .....	N:12
N.7	Proper Techniques for Moving Furniture .....	N:22
O.1	Identification of Metals .....	O:3
O.2	Identifying Active Corrosion.....	O:5
P.1	Method of Stabilizing Objects in Storage .....	P:16
P.2	Flush Mount for Hanging Heavy Mirrors .....	P:20
P.3	Technique for Wrapping a Fragile Object .....	P:23
P.4	Layered Foam Packing for Fragile Objects.....	P:24
R.1	Appropriate Light Levels for Photographic Media .....	R:7
R.2	Relative Humidity and Temperature Requirements for Photographic Media .....	R:16
R.3a-b	Condition Checklist for Visual Images (Sample).....	R:34
S.1	The Structure of Skin .....	S:2
S.2	Degrees and Types of Tannage .....	S:3
S.3	Characteristics of Leather and Skin Products .....	S:4
S.4	Thickness of Skins and Hides .....	S:5
S.5	Cleaning Techniques for Leather and Skin Objects in Good Condition .....	S:15
S.6	Constructing a Saddlemount .....	S:18
S.7	Leather and Skin Product Deterioration and Preventive Care .....	S:19
T.1	Use extra care when transporting specimens with delicate parts.....	T:9
T.2	Microscope slides stored horizontally in a slide cabinet .....	T:121
U.1.	Cabinet Storage of Paleontological Specimens .....	U:13
U.2.	Paleontological Specimen Cradled in Polyethylene Foam-lined Fiberglass Jacket .....	U:13
U.3.	Radioactive Specimen Cabinet with Venting System and Safety Signage .....	U:18
U.4.	Preparator Preparing a Specimen .....	U:23
U.5	Example Preparation Record #1.....	U:49
U.6.	Example Preparation Record #2.....	U:51